



Short Term Tender Notice

Sealed Quotations are required for hiring service provider in and around for handling of zinc godown having covered area of approx.. 2000 sq.ft. made of RCC floor with RCC ceiling not less than 12 ft. height and having sufficient facility of cranes & forklift at Ludhiana. Tender forms alongwith terms and conditions may downloaded from NSIC website. www.nsic.co.in. Interested parties may send their offer within 7 days to :

Sr. Branch Manager,NSIC

Guru Gobind Singh Tower,
Dholewal Chowk. G.T. Road,
Ludhiana-141003

Expression of Interest

(For Hiring of Godown by NSIC)

Ref: NSIC/LDH//2018-19

Dated: 03.01.2019

NSIC invites sealed quotations for service provider for handling of zinc godown measuring about 2000 sq. ft. and office space Sealed Quotations are invited from eligible service provider godown at Ludhiana. Interested service providers may send their offer to **Sr. Branch Manager, NSIC Ltd., Guru Gobind Singh Tower, Nr. Dholewal Chowk G.T. Road, Ludhiana, PUNJAB** on or before **11.00 am on 11.01.2019** with following details:-

1. Location
2. Carpet area offered (in case of semi – built premises estimated carpet area to be mentioned)
3. Approach to the premises and surroundings.
4. Visibility & frontage outer space for movements of trucks/ trailers
5. Present age and condition of building.
6. Amenities/ Provision of office/facilities available.
7. Statutory and other permissions available.
8. Drawing a space offered.
9. Provision of toilets.
10. Adequate installed power loads.
11. The no. of cranes & Forklifts available.
12. The no. of employees.
13. Safety equipment's available to the persons deputed on project.
14. Do the employees have valid driving license.
15. All Statutory and registration related documents must be available with them.

The bid will be opened on 11.01.2019 at 11:00 P.M. at **NSIC Ltd., Guru Gobind Singh Tower, Nr. Dholewal Chowk G.T. Road, Ludhiana, PUNJAB** in the presence of bidders who wish to remain present. **NSIC reserves the right to reject any or all the offers without assigning any reason thereof.**

Instructions / Guidelines to Owners (bidders) for filling the Format

- 1) Minimum assured quantity: 12000MT P.A.
- 2) Area: Approximate 2000sqft. Covered with concrete floor and RCC roof with office.
- 3) The bidders shall enclose copy of proof of ownership of the premises along with the approved drawings.
- 4) The bidder shall arrange all approvals from the concerned statutory authorities at his own cost.
- 5) The rate quoted shall be per sq.ft. of carpet area of the premises offered and shall be inclusive of all applicable taxes.
- 6) Possession of premises is to be handed over to NSIC as early as possible.
- 7) One certified copy title deed to be submitted by the bidders.
- 8) In case of any accident NSIC will not be responsible.
- 9) If during working there is any breakage, it will be the responsibility of service provider to make alternate arrangements.
- 10) Computer literate manpower – 02 Nos.
- 11) Two computers with internet connection, UPS, Scanner, adequate furniture for sitting of two persons in office and power back up.
- 12) Round the clock security arrangement with CCTV.
- 13) Arrangement of weighing bridge of 60MT capacity and weighing scale of 5 MT capacities.
- 14) Should have ample space of parking of 20heavy vehicles.
- 15) Should have two concrete ramp for handling containers.
- 16) The rate quoted shall be **per MT** and all applicable taxes, this will include loading, unloading out-goings, maintenance charges, etc. The rate quoted shall be competitive since other similar offers will be concurrently examined.
- 17) In case of requirement of additional manpower that will be arranged by service provider
- 18) Completed format with necessary enclosures to be sent to NSIC on the above address on or before the last date.
- 19) Incomplete offers shall be out rightly rejected.
- 20) For any information or clarification, contact the below mentioned nos.
0161-2541946, 09413400035

Scope of Work:

1. Receipt and unloading of material
2. Weighment of each and every bundle.
3. Proper storage of goods.
4. Loading the vehicles / containers as per required order.
5. Daily accounting/ reporting of stocks the respective offices.
6. Creation of invoices and other documents related to the dispatch activities.
7. Maintaining MIS related to inventory/dispatch orders etc.

8. Any other work not mentioned in the scope but necessary for smooth operation.
9. Depot should be operational 9.30 A.M. to 10.00P.M. on daily basis and up to 12.00 pm on request.
10. E-way bill creation.
11. Relevant data should feed in transportation module.
12. The period of contact is for two years.

Sign and seal of bidder(s) and date

The Format

From,

Contact Nos. (At-least two): _____, _____.

Email-address: _____.

To,

**Sr. Branch Manager, NSIC Ltd.,
Guru Gobind Singh Tower, Nr.
Dholewal Chowk G.T. Road,
Ludhiana, PUNJAB**

With reference to your advertisement datedpublished in the Local Newspapers and posted at NSIC Website, I / We hereby submit the bid for the premises required by you. I / We confirm that I / We are the owners / authorized person to offer you the premises on lease basis to your organization.

Sl. No.	Particulars	Details to be filled in by the offerer
1	Location of premises	
2	Name of Owner	
3	Present age of premises and type of construction (RCC/ Temporary roof)	
4	Total carpet area (in case of semi built premises estimated carpet area to be mentioned)	
5	Weather sufficient space for the movement of trucks/ trailers	Yes/No
6	Weather premises is constructed as per approved plans & approved for commercial use	Yes / No
7	Weather independent water & electricity connections are available in the owner's name/ in any other name	Yes/No Electric Power load available---- KW
8	Weather adequate frontage for fixing signboards available	Yes / No -----feet
9	Details of common facilities available in the premises vi. Toilets, electric fittings etc.	
10	Is there any other institute in building?	Yes / No
11	Monthly Rent (Inclusive of all applicable taxes and maintenance charges) (In per sq. ft. of carpet area)	
12	Make of Machines Hydraulic Crane Forklift	
13	No. of Machines available Hydraulic Crane / Forklift	
14	Manpower Deputed	
15	All the equipments are having proper registration.	Yes / No Remarks if any :
16	Monthly rent (inclusive of all applicable taxes and maintenance charges)(In per sq.ft. of carpet area)	Rs per MT _____ (Please write in words also)

Sign and seal of bidder(s) and date